STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
LANSING

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February 13th, 2017

TO: DTMB Business Relations Managers & Division Directors

FROM: DTMB Enterprise Architecture & End User Standards Committee

SUBJECT: Delegated IT and Miscellaneous Items

Purpose

To provide convenient access for commoditized IT items requiring minimal or no support from DTMB Infrastructure Services.

DTMB has delegated select IT peripheral devices for direct agency purchase through specified sources. Please note all State & agency procurement regulations and guidelines still apply to purchase of these items.

I. The following items can only be purchased through the Staples State Office Supply contract

    A. Any computer headset
- **Phone** headsets must be selected from an approved list provided by Telecom. Devices not listed can be submitted for approval through the exception request process. Phone headsets purchased that are not approved by Telecom will not be installed or maintained by Telecom

    B. Presentation remotes (that can be used with standard software)

    C. Non-State phone network analog telephones.
Digital and IPT phones are proprietary and must be purchased from a source that certifies compatibility with the phone system they will be connected to. **ALL** phones connecting to the SOM network (Avaya or Cisco) must be models approved by Telecom, regardless of source.

II. The following items may be purchased through any allowable source under an Agency's established purchasing delegated authority:

A. Digital Image and Video cameras meeting the following criteria:
- Camera unit cost is under $300.
- Digital image cameras must be capable of producing images that are compatible with Microsoft Windows, Adobe Photoshop or GIMP.
- Digital video cameras must be capable of producing videos in formats that can be used by our standard video software. *(Windows Movie Maker, Windows Media Player, Adobe Premiere Elements)*

B. Accessories for digital cameras, including cases, stands, cables, power supplies (excluding memory cards in some cases; see **Section IV**).

Note: Photo printers **must be** purchased through ITRAC, in accordance with State Ad Guide Policy 0330.01.

C. Any Video Adapter that allows connection from the monitor to a workstation.
D. Any Garmin GPS device or Garmin GPS software.
E. Any computer keyboard or mouse.
F. USB cables and hubs used for connecting USB devices to a PC
G. Label Makers directly connected to PC
H. Business Card Scanners directly connected to PC
I. Any iPad accessory (with the exception of data storage devices see **Section IV**)
J. Any workstation power adapter/cable (including vehicular 12v)
K. Telecom conference hardware must be selected from an approved list provided by Telecom. Devices not listed can be submitted for approval through the exception request process. Conference Hardware that is not approved by Telecom will not be installed or maintained by Telecom.
L. Laptop/tablet cases
M. Lamps and Cases for projectors.
N. "Always-on; FIPS 140-2 Hardware level Encryption" External Hard Drives, Flash Drives (USB Key), SD Card Readers, External DVD Drive
O. Blank DVD's and CD's
P. Laptop Locks
Q. Monitor Stands
R. Any digital voice recorder using standard formats
S. Any power strip or surge protector
T. Computer speakers which do not require software

III.   Software for Digital Image and Video Cameras

Many commercially available cameras include a freeware version of photo-editing software (typically on a CD). Installation of this software on State computing systems is **not** allowed. DTMB has standard software solutions for digital image and video viewing and manipulation as follows:

A. As part of the desktop image on all PC's, Microsoft Windows Explorer (My Computer) allows end-users to access, view, and manage files stored on a digital camera connected to a PC. The camera appears as an external storage device, from which files can be accessed, just as they would if stored on a USB flash drive or internally on a hard drive.

B. As part of the desktop image on all PC's, Microsoft Photo Editor (Windows Photo Viewer and Paint on Windows 7) provides basic photograph editing.

C. Adobe Photoshop Elements (mid-level solution) <u>standard purchase through iTRAC.</u>

D. Adobe Photoshop (high-end solution) <u>standard purchase through iTRAC.</u>

E. GIMP (no cost high-end solution) available through Client Service Center request at (517) 241-9700 or (800) 968-2644.

F. Windows Movie Maker and Adobe Premiere Elements are video editing standards.

IV. Mobile (data) Devices and portable Media

Data Capture/Conversion Devices, such as portable scanners, cameras, etc. are not addressed in this section. They are handled separately in the EUSC approval process.

USE of mobile devices and portable media must comply with SOM Policy 1340.00.110.03 and 1340.00.170.03. PLEASE READ POLICIES PRIOR TO PURCHASE.

Definitions:

Mobile Devices
Any mobile device, State-owned or privately-owned, that is capable of storing data. Examples include, but are not limited to: laptops, tablet PCs, smart devices, cell phones, and IPods/ MP3players.

For the purpose of this standard, all non-state-owned computing or data storage equipment (e.g., PC, server, Network Attached Storage (NAS), and Storage Area Network (SAN)) are considered mobile devices.

Portable Media
Any portable media, State-owned or privately-owned, that is capable of storing data. Examples include, but are not limited to: external hard drives, USB thumb drives, flash drives, memory sticks and cards, CDs, DVDs, and floppy disks.

- Any device and/or media intended as the primary storage of official records or mission-critical data, or as the backup to such data, shall be referred to the Office of Enterprise Architecture for further review and decision prior to purchase.

- Unless utilizing "**Always-on; FIPS 140-2 Hardware (not software) level Encryption**", the following devices will require End User Standards Committee (EUSC) and/or Michigan Cyber Security (MCS) review prior to purchase:

  External: HDD's, SSD's, or USB Flash Drives

The agency agrees to accept the risk of compromise or loss of data when using these devices, in accordance with State policies and applicable law. DTMB bears no responsibility for their end use. DTMB Office Automation does not support these devices.

V. Non-Standard printers with "integrated wireless" are not allowed due to security and SOM network interference issues.

VI. The following items require pre-authorization by the agency's IT Business Relations Manager for Standards approval. Items may be purchased through iTRAC.

  A. Manufacturer RAM upgrades (No third party allowed)
  B. Laptop Power Supplies
  C. Manufacturer Laptop Batteries (Only if battery is no longer covered by a warranty) No third party allowed.

VII. Standalone Fax Machines

  Single-function fax machines (not to be connected to PC or network) under $500 may be purchased from Staples.

  Single-function fax machines (not to be connected to PC or network) over $500 must be purchased from only via iTRAC.

VIII. Monitors and Smart Televisions

Non Standard monitors may be purchased through iTRAC if they have a complete quote. Non Standard Monitors are NOT supported by DTMB and requestors must be aware of manufacturer warranty limitations. In addition, all non standard monitors must also follow the Smart Television rules listed below.

Smart Televisions .
The purchase and use of Smart Televisions MUST follow the listed guidelines.
1. Smart or not televisions (TVs) can NOT be connected to the network.
2. Smart TVs should be cabled to provide VGA, HDMI, and MiniDIsplay Port connections
3. To minimize security risk, any required applications or connectivity MUST come from the PC which is protected by current patching and anti-virus definitions.
4. A connection guide should be provided in each conference room to help end users select the correct input with the TVs remote control.
5. Smart TVs are NOT supported by DTMB. Manufacturer limited warranties must be completely understood.

IX. Smart Devices, Accessories, and Applications (iPads, iPhones, Android Phones, Windows Phones)

Smart Devices (iPADS, iPhones, Androids, Windows Phones) and accessories must be purchased according to your agency's published policies through your agency telephone coordinator (if applicable) except for non-standard iPads. iPads with less than 64GB storage and/or a Wi-Fi only model are considered non-standard and must obtain an End-User exception approval prior to purchase.

Apple applications (apps) must be purchased through a Volume Purchase Program (VPP) Procurement Card[1] through Apple or through the DTMB Smart Device Support Team. The DTMB Smart Device Support Team can purchase the app for the agency and bill it to the appropriate account coding. This service is included in the Smart Device rate. Agencies requesting to purchase Apple applications should coordinate those through their agency telephone coordinator before working directly with the Smart Device Support Team.

All **Intel** tablets are to be purchased through iTRAC via the "Tablet" category. These tablets are considered PCs and will be billed at the desktop rate.

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[1] ***As of August 1, 2014, the regular State Procurement Card can no longer be used to purchase iTunes cards or Apple Applications (apps***). Information regarding the VPP can be located at the following intranet site:
https://stateofmichigan.sharepoint.com/teams/insidemi/Purchasing/Pages/PCard.aspx
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Windows 8.1 and Windows 10 devices come with access to the Windows Store. The Windows Store provides a marketplace for download of apps which run on Windows 8.1 and Windows 10. This is similar to the App Store for iOS and the Google Play Store for Android devices. The difference between Windows devices and iOS/Android devices is that Windows is a fully supported enterprise operating system. In essence these devices provide all of the hardware and software that a standard desktop or laptop would have. For this reason, use of the Windows Store on State of Michigan owned Windows 8.1 and Windows 10 devices is permitted but not supported. Only business applications that are valid and approved (e.g. Adobe Acrobat), will be supported. Games, personal apps, and non-standard business apps will NOT be supported and ALL application installation must conform to the DTMB End User Agreement.

Any product not meeting the criteria above will need to be submitted to DTMB for purchase, including review of a Standards Exception Request.